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BY-LAWS

OF THE

PROVINCIAL LUNATIC ASYLUM,

TORONTO, C. W.

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TORONTO:

ROWSELL & ELLIS, PRINTERS, KING STREET EAST.

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**BY-LAWS**

**OF THE**

**PROVINCIAL LUNATIC ASYLUM,**

**AT TORONTO.**

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**CHAPTER I.**

**ADMISSION OF PATIENTS.**

1. Patients are admitted into the Asylum, in accordance with the Acts 15 & 16 Vic., cap. 83, and 16 Vic., cap. 188. No idiot, or person afflicted with paralysis, shall be admitted.

2. The Medical Superintendent may, from time to time, with the approval of the Commissioners, or a majority of them, declare the aggregate number of patients which shall at such time or times be admitted into the Asylum, and may refuse admission to any person or persons over and above such number; and it shall be his duty to keep a list of all applicants for admission, and to award occurring vacancies according to priority of application.—(*Enacted 7th October, 1854.*)

3. Whereas, from the present over-crowded state of the Asylum, and the impossibility of admitting all the insane in

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whose behalf application may be, or has been made, it is expedient that with a view to the greatest possible efficiency of the institution, a discrimination in admissions be hereafter made; therefore,—Be it enacted that the Medical Superintendent of the Asylum be authorised to give preference, in admissions, to recent urgent cases of insanity; a due reference being also had to the violence, or dangerous tendencies of the patients to be admitted.—(*Enacted 14th February, 1856.*)

## CHAPTER II.

### THE MEDICAL SUPERINTENDENT.

1. The Medical Superintendent is the head of the establishment. He has the general superintendence of the buildings, ground, and farm, together with their furniture, fixtures and stock. To him are committed the charge of the patients, and the direction and control of all matters regulating their admission and management, and the conduct of all the persons to look after them.

2. He shall cause to be kept in a suitable book, a record of the name, age, sex, place of nativity, and residence, civil state, occupation or profession of each patient; also the history of the symptoms, so far as can be ascertained; the date of discharge, whether cured, incurable, or relieved; whether eloped or dead, and if the latter, the cause thereof; together with all other facts and observations that may tend to exhibit a statistical view of the operations of the institution. Also, he shall cause to be kept by the Steward, in a

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separate book, a record of the names, ages, place of residence, period and nature of services, and the stipulated wages of all employees.

3. He shall attend, when required, the meetings of the Board, and shall give a statement in writing of the existing condition of the institution,—of the number of admissions, discharges, deaths, and elopements, which have taken place since the preceding meeting, together with such suggestions for change and improvement in the details of duty and management, as he may deem advisable.

4. He shall receive and answer all communications addressed to him relating to the concerns of the institution ; and shall cause a record of his correspondence to be regularly kept.

5. He shall see constantly that all persons appointed by him, perform faithfully the duties required of them ; and from time to time shall give them such instructions as he may deem necessary, to secure the exact and thorough performance of their respective duties.

6. He shall personally visit all the patients once a day, or oftener, if necessary, and learn their condition ; and shall direct such medical and moral treatment as may be best adapted to their relief.

7. He shall, between the meetings of the Board, at his discretion, make any necessary rules, to meet an emergency for which there is no regular provision made,—and shall decide all cases whereon doubts may arise respecting the meaning of any already in force.

## CHAPTER III.

## THE BURSAR.

- 1. The duties of this Officer are defined by 16 Victoria, cap. 188.

2. He shall act as Secretary to the Board of Visiting Commissioners ; when required call meetings of the Board, record its minutes and other documents, copy and address all letters, reports of the Board, and all such other documents which the Board may direct from time to time.

3. He shall act as Storekeeper—shall purchase and keep all stores, and issue them upon requisitions from the Steward, approved by the Medical Superintendent, and shall procure and give out such extra stores as at any time may be required. He shall keep a book of the daily expenditure of all provisions and other articles delivered out of the store. He shall take care that all stores and goods which he may be directed to purchase, are of the best sorts, and purchased at reasonable rates ; and receive no goods or provisions into the institution without an invoice, which is to be regularly filed. He shall receive all articles condemned by the committee of survey, and dispose of them as that committee may direct. He shall half-yearly take an account of all articles in use in the asylum, and report to the Board the state of the stock account. All articles required in such quantities as to allow of being contracted for, shall be so purchased. No purchases shall be made from any commissioner, officer, or servant of the institution. He shall keep a set of books by double entry, shewing the application of moneys for permanent improvement ; also a set of books in the same man-

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ner for the current expenditure of the institution. He shall answer all correspondence addressed to him relating to the business concerns of the institution, and keep a record of the same. He shall mark all articles belonging to the institution that can be marked, previous to their issue from the store. His accounts shall be audited quarterly, by a committee composed of two members of the Board, to be taken, as far as may be practicable, in rotation.

4. All books, documents and stores shall always be open to the inspection of the Commissioners and Medical Superintendent, and an abstract of the accounts shall be presented at the quarterly meetings of the Board.

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#### CHAPTER IV.

#### THE STEWARD.

1. The Steward has, under the Medical Superintendent, and within the rules of the institution, to govern and be accountable for all the male keepers and servants.

2. He has in charge all the property that is in use, buildings, library, furniture, personal and bed clothing, utensils, implements, &c.

3. He shall keep an inventory of all the furniture and household goods of the Asylum, and an account of the additions and alterations made therein from time to time, in a book to be laid before the Commissioners or Medical Superintendent, whenever required. He shall report to the Medi-

cal Superintendent such things as may be wanting. He shall take care that articles of every description in his charge, when worn out or rendered unfit for use by the patients, are returned into store and accounted for.

4. He shall daily present to the Storekeeper a requisition, approved by the Medical Superintendent, of all articles required for the use of the institution, agreeably to the prescribed form. He shall see that the food is of the quality and quantity ordered—that all meals are properly served, and at the right times, so far as relates to the male patients and the keepers and servants. He shall attend to the cutting-up and distribution of the provisions required for the different divisions, and take care that no more provisions are cooked than are necessary for the keepers, servants, and patients; and in order to know this with more certainty the number of patients in each division is constantly to hang up in the cutting-room.

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*Required from the Storekeeper, Provincial Lunatic Asylum, the undermentioned articles, viz. :—*

	No. of Persons.	Meat, lbs.	Bread, lbs.	Tea, lbs.	Coffee, lbs.	Sugar, lbs.	Butter, lbs.	Rice, lbs.	Barley, lbs.	Wine, galls.	Beer, pints.	Candles, lbs.	Brooms, each.	Vinegar, pints.	Flour, barrels.	Split Peas, lbs.	Mustard, lbs.
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Servants.....																	
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No. 8 ".....																	

Approved.

(Signed,)

*Steward, P.L.A.*

5. He shall constantly observe the conduct of the keepers and all the servants; see that in all respects they do their duty; and forthwith report to the Medical Superintendent any instance of misconduct or negligence on their part which he may observe, or of which he may be informed.

6. He shall perform all the services that may be required of him in maintaining the police of the establishment; shall see to the opening and closing of the house; that the keepers rise and commence business at the appointed time, and that they retire in proper season to rest, that the bell be rung at proper times, and that the fires are regularly kindled and extinguished; shall see that the directions of the Medical Superintendent for the medical and moral treatment of the patients are faithfully carried out; and shall exert every influence in his power to promote the comfort and recovery of the patients.

7. He shall receive all new male patients; pay particular attention to them; see that they are properly introduced and informed respecting the establishment; endeavour to quiet their fears by kind attention and friendly assurances, take care that the violent and suicidal are carefully watched, and make due search for elopers.

8. He shall keep in a book for that purpose a record of all clothing, or other property belonging to male patients on admission; and on their discharge shall see that all articles belonging to them are carefully put up and returned.

9. He shall inform every male keeper and servant, on his coming into the Asylum, that he will be held responsible for the loss of any article entrusted to his care.

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10. He shall furnish an inventory to every male keeper and servant of all property in their custody ; and from time to time see that their stock is correct.

11. He shall see that the sick in the male wards are properly attended to, and treated with the greatest care ; and make the necessary arrangements for the burial of the dead.

12. He shall instruct new keepers and servants in their duties, and furnish them with the By-laws of the institution.

13. He shall have the general charge of the keys of the Asylum.

14. He shall see that all the cleaning, &c., in the male wing is properly performed by the prescribed hour every morning. He shall see that the male patients are kindly treated, that their beds are in good order, that their clothes are taken good care of, that their food is properly served and distributed, that the rooms, halls, yards, out-buildings, and other apartments, including the keepers' bed-rooms, under his care, are kept clean and in good order, and properly warmed and ventilated.

15. He shall give proper attention to the various agricultural and other works required, or in progress, on the farm and grounds of the Asylum ; and exercise a careful supervision over the state of the farm stock, the agricultural implements, and the products of the dairy, garden, farm, and all other departments connected therewith.

16. He shall attentively observe the state of all the buildings, water-closets, and pipes, and report to the Medical Superintendent any defects or want of repairs.

17. He shall, when requested, accompany the Medical Superintendent in his visits to the male patients. He shall not absent himself from the institution, without the sanction of the Medical Superintendent.

18. In discharging the various duties required of him, the Steward shall be considered as carrying the authority of the Medical Superintendent.

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## CHAPTER V.

### THE MATRON.

1. The Matron shall have the general direction of the domestic concerns of the Asylum.

2. She shall see that all the female keepers and servants commence their duties at a proper hour every morning, that their work in every department is done in the manner, and at the hour prescribed, and that they retire in good time at night.

3. She shall receive all female patients on their admission; pay particular attention to them, see that they are properly introduced and informed respecting the establishment; endeavour to quiet their fears by kind attention and friendly assurances. She shall see that every part of the house under her management is kept properly clean, regular and neat. She shall accompany the Medical Superintendent in his morning visit to the female patients, and on other occasions when required. She shall not absent herself from the Asylum without the sanction of the Medical Superintendent.

4. She shall superintend the kitchens, see that the cooking is properly done, and take all necessary care that the cooks and kitchen-maids make no waste, or purloin the provisions intrusted to them, nor appropriate to themselves any perquisites.

5. She shall keep in a book for that purpose, a record of all clothing or other property belonging to female patients on admission; and on their discharge shall see that all articles belonging to them are carefully put up and returned.

6. She shall have proper accounts kept of all articles sent to the laundry, and of the returns therefrom.

7. She shall visit the laundry, and see that the business is properly conducted.

8. She shall instruct all female servants and keepers in their duties; and inform them that they will be held responsible for the loss of any article committed to their care.

9. She shall spend as much time as her other duties will admit of, with the female patients; see that they are kindly treated; that their keepers are faithful and diligent; that the instructions of the Medical Superintendent for the medical and moral treatment of the patients are carried out; that their apartments are clean, warm, and properly ventilated; that their clothes and bedding are always clean, well aired, and in good order; that their meals are comfortably served and properly distributed, and their deportment at meals is correct. It is expected that she will devote her whole time to the institution, and spare no efforts to promote the comfort and recovery of the patients.

10. She shall superintend the cutting out, making-up, and repairing of the clothes, bedding, &c., appertaining to the patients, and all other occupations of the female inmates; she shall not allow the female patients to be employed otherwise than in the service of the institution.

11. She shall see that all the female keepers and servants are faithful and diligent in the discharge of their duties, kind and pleasant to the patients wherever they meet them, discreet and regular in their deportment, and that they observe all the regulations of the institution, and immediately report to the Medical Superintendent any instance of misconduct or negligence.

12. It shall be her special duty to watch over the sick, and see that the cooking required for them is properly performed. She shall also give her particular attention to the cases of the suicidal, violent, and dangerous patients, as well as the melancholy and desponding.

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## CHAPTER VI.

### THE KEEPERS.

1. The Keepers shall devote their whole time to the performance of their proper duties.

2. They shall rise at the appointed hour, and promptly and diligently attend to their duties.

3. They shall treat the inmates with respect and attention; and shew them such marks of good will and kindness

as evince sympathy and interest. Violent hands are never to be laid on a patient. A blow given is never to be returned, nor any other insult. Sufficient force to prevent the patients injuring themselves or others, is always to be applied with firmness and gentleness.

4. They shall never seclude any patient without giving immediate notice to the Medical Superintendent; nor apply any restraining apparatus without his instructions.

5. They shall see that the dress and person of each patient are kept clean and neat.

6. They shall keep the patients' rooms and corridors orderly and well-ventilated; shall have the beds made, and all the cleaning completed by nine o'clock in summer, and ten o'clock in winter, every morning; they shall pay particular attention to the water-closets and nuisance-vessels.

7. They shall never retire to their rooms while the patients are in their halls, and at no time shall there be less than two keepers in each ward.

8. During meals two keepers must always be present to distribute the food, maintain order and give assistance to those who need it. It shall be their duty to see that no patient carries off any knife, fork or other article belonging to the table, and that the knives and forks are counted and secured after each meal.

9. The keepers shall not suffer to be within reach of patients, any razor, knife, scissors, rope, cord, medicine, lucifer matches, or other article or substance, or any dangerous instrument, by which the patients or institution might be endangered.

10. The keepers shall see that all doors connected with the stairs, waiters' and clothes' traps, are always secure, that the doors of all rooms occupied by patients are securely locked at bed time; that no patient ever has access to the waiters' or clothes' traps; that all articles of dress are removed and folded outside the doors; they shall take care of all lights—it being required that one light in a lantern shall be always kept burning through the night in the room of a keeper in each corridor.

11. The keepers shall never give the keys entrusted to them to any patient or other person. They shall never visit from corridor to corridor, nor proceed to the kitchens or other parts of the house, except in the discharge of their proper duties. They shall never leave the Asylum without the permission of the Medical Superintendent, and shall not remain out after nine o'clock, except by special permission.

12. The apparel of the keepers shall always be clean and neat.

13. No male keeper shall ever enter a corridor occupied by female patients, except by permission of the Medical Superintendent.

14. The keepers must never report abroad, nor relate to visitors, any thing of the history, conduct, or conversations of patients.

15. Food is not to be carried to the rooms of patients, nor is any one to be absent from the regular meals (except in cases of sickness or high excitement) without the permission of the Medical Superintendent.

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16. Keepers will notice the habits and conduct of the patients, and inform the Medical Superintendent, at his visits, of all the circumstances requiring attention, such as loss of appetite, or any indisposition, tendency to suicide, &c., and shall report any accident or unusual occurrence immediately to the Medical Superintendent, or in his absence to the Steward or Matron.

17. No conversation shall be held through the windows or verandahs, either by keepers or servants, nor must any thing be thrown away through a window or from a verandah.

18. An indispensable duty of the keepers and servants is to secure the perfect and systematic cleanliness and neatness of the Asylum and its inmates. No part of the house is to be considered clean when it can be made cleaner.

19. Keepers in charge of patients at work, shall never address them harshly, or speak in a loud tone to them; but on all occasions shall take a part in the labour and encourage their patients to diligence and industry, by their own good example.

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## CHAPTER VII.

### NIGHT KEEPERS.

1. The night keepers shall commence their duties at the hour of 9 o'clock each night, or when required by the Medical Superintendent; and shall continue them until relieved by the day keepers; during this term of service, they shall

be constantly faithful and vigilant in the discharge of their duties.

2. It shall be their duty to remain in their respective divisions during the night, passing continually from one corridor to another, with as little noise as possible; seeing to the sick and those requiring particular care, as the suicidal and violent; executing the orders of the Medical Superintendent, and performing the services that may be required in any emergency.

3. They must be attentive to any unusual noise, ascertain the cause, and endeavour to soothe and quiet the patients; and be careful that patients do not injure themselves, or do any damage.

4. They must be especially vigilant respecting danger from fire, and take immediate steps to extinguish any fire that may occur. Any suspicion of fire, or smoke, or smell of any thing burning, should engage their immediate attention, and must be forthwith reported to the Steward.

5. Whether stationary or moving, they must never have a light with them except in a lantern.

6. The male night-keeper shall ring the morning bell at the hour specified in the By-law.

7. It shall be the duty of the night-keepers to guard during the night against any violation of the rules of the Asylum; and should such occur, or any circumstances requiring attention, they must report them immediately, or early in the morning, as the case may be, to the Steward or Matron.

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## CHAPTER VIII.

## THE PORTER.

1. The Porter shall be on his station in the hall from 6 o'clock in the morning, during summer; and from 7 o'clock in winter. He shall keep the reception room neat and warm. He shall attend to all visitors, receive and convey all messages to the officers.

2. He is to report to the Steward, should any person in the service of the Asylum return to it in a state of intoxication.

3. He shall ring the bell at the prescribed hours throughout the day, with the exception of the morning bell, which shall be rung by the male night-keeper.

## CHAPTER IX.

## THE HOUSE-MAIDS.

1. The House-maids shall obey the directions of the Matron, and perform all the work assigned to them, in the manner, and at the time specified.

2. They shall not enter the patients' corridors, except by permission of the Medical Superintendent, nor absent themselves from the Asylum, without the permission of the Matron.

## CHAPTER X.

**THE COOKS.**

1. The Cooks shall perform all the cooking that may be requisite according to the directions of the Matron; take care that all meals are properly and sufficiently cooked at the regular hours; and that nothing is wasted.

2. They shall not absent themselves from the Asylum without the permission of the Matron.

3. They shall be responsible for all articles committed to their care.

## CHAPTER XI.

**THE KITCHEN-MAIDS.**

The Kitchen-maids shall assist the Cooks in the performance of their duties, as may be directed by the Matron, and generally aid in the discharge of the various duties of the kitchen.

## CHAPTER XII.

**THE LAUNDRY-MAIDS.**

1. The Laundry-maids shall perform all the washing, ironing, &c., for the establishment, excepting the clothes of the servants and keepers, and be responsible for every arti-

cle delivered to them, until returned in a condition suitable for immediate use.

2. They shall be under the superintendence of the Matron, and shall not leave the Asylum without her permission.

3. They shall be responsible for such patients as may be sent to assist them, and when their work is finished, see that such patients return to their respective corridors.

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## CHAPTER XII.

### THE LODGE-KEEPERS:

They shall be expected to prevent the exit of patients, without an order from the Medical Superintendent, and shall part with the keys to none but officers of the establishment. They shall not permit any inmate of the establishment, except the officers, to enter the Lodge-house.

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## CHAPTER XIV.

### GENERAL RULES.

1. All patients on admission are to be examined in the presence of the Steward or Matron ; they are not to be allowed any box with a lock and key, or any razors, knives, scissors, or other dangerous instrument of any kind.

2. Whenever a patient is taken from the wards by any

person duly authorised, that person shall be responsible for the safe-keeping of such patient, until returned to the wards, or entrusted by an officer to the care of another; and if a patient escape through the negligence of any servant or keeper, the whole expense of re-taking such patient will be deducted from the wages of the person at fault.

3. No keeper or servant shall at any time make use of tobacco or intoxicating liquor within the limits of the Institution, nor permit the use of either amongst the patients, without permission of the Medical Superintendent.

4. Every keeper and servant shall be in the Asylum punctually at the hour of nine o'clock at night; and no keeper or servant is to be permitted to pass the night out of the Asylum, except the male keepers or servants who are married, and who are permitted to sleep out every third night, provided that their services are not required in the institution.

5. No publications are to be distributed to the patients, but under the express direction of the Medical Superintendent.

6. All damages done by patients, and all their wants, as to clothes and other articles, necessary to put the rules in practice are to be reported by the keepers and servants to the Steward or Matron. Each hall has a book in which is enumerated all the articles used in the hall; and in which all damages and losses, and by whom occasioned, are to be entered; and no new article can be obtained to re-place them, without exhibiting the book.

7. Keepers must be particularly careful when any door locks or unlocks with difficulty, to report to the Steward.

8. The bell shall be rung at a certain hour every morning for the delivery of the regular supplies from the store; at which time all parties concerned must attend.

9. The storekeeper, however, shall issue at any time whatever may be required on the requisition of the Medical Superintendent.

10. No patient shall be allowed a light in his or her bedroom, without the special permission of the Medical Superintendent, and then under the care of a keeper.

11. Keepers and servants shall, in rotation, be allowed to attend religious services on the Sabbath as they can be spared from the institution.

#### DEATHS AND FUNERALS.

12. Whenever a death occurs the Steward shall notify the undertaker, directing him to make the necessary arrangements for the burial. The coffin shall not be closed until the arrival of the hearse; the lid shall then, in the presence of the Steward, be securely screwed down. A keeper shall accompany the body to the grave; and shall not lose sight of the coffin until he has seen it properly disposed of.

13. Every officer, keeper, and servant, shall be expected to render prompt attention to all orders from their superiors in the establishment, to secure the safety of the patients, and the preservation of all property; and to report such violation of rules as may come to their knowledge.

## CHAPTER XV.

## HOURS FOR MEALS, &amp;c.

1. The morning bell shall be rung at half-past four o'clock, a.m., in May, June, July, and August; at five, in March, April, September, and October; and at six, in November, December, January, and February. It is required that all persons sleeping in the Institution, who have duty to perform, rise in the morning at the ringing of the bell.

2. Breakfast is to be placed on the table, in the summer, at half-past six o'clock; in the spring and fall, at seven; and in the winter at half-past seven.

3. Dinner to be served at twelve o'clock, noon; and tea at six, p. m., the year round.

4. The Asylum is to be closed at half-past nine o'clock, every night; at which time the keepers and servants must all retire to their apartments.

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Assented to 27th March, 1855, by His Excellency Sir EDMUND WALKER HEAD, Baronet, Governor-General of British North America, &c.

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